SECRET

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Analysis of Filing Equipment and File Space Required For
Graphics, Biographic and Industrial Registers

Name of Register	Safe Files	Non-Safe Files	Book Shelves & Metal Shelving	Equipment Total	Sq. Ft. Floor Space	Rate of Annual Growth		Value of Equipment
						Safe	Non Safe	
Graphics	58	161	161	380	3130	6	16	$ 34,371.20
Industrial	447	89	88	624	5508	81	16	154,356.42
Biographic	127	318	116	561	3968	19	50	80,451.86
	632	568	365	1565	12606	106	82	$269,179.48

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OCR Report

FILING EQUIPMENT - GRAPHICS REGISTER

TYPE		QUANTITY	ESTIMATED FLOOR SPACE (SQUARE FEET)
4-Dr. Leg. Safe		40	320
5-Dr. Card Safe		9	90
Kardex Safes (17 tray)		7	42
2-Door Vault Safe		1	8
4-Dr. Ltr. Safe		1	8
	Sub Total	58	468
5-Dr. Leg. Cab.		11	88
4-Dr. Ltr. Cab.		13	104
4-Dr. Leg. Cab.		18	144
7-Dr. 2 tray Card Cab.		101	808
10-Dr. 2 tray 5x8 Card Cab.		4	32
10-Dr. 2 tray 3x5 Card Cab.		4	32
5-Dr. Map. Cab.		10	320
	Sub Total	161	1528
Bookshelves		98	882
Metal Filing shelving 63 feet 5 shelves high		63 feet	252
	Sub Total	161	1134
	GRAND TOTAL	380	3130

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OCR Blogs

EQUIPMENT INVENTORY - OCR -

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TYPE	OAD & FRONT	ADMIN. STAFF	OPER. STAFF	SR	IR	LIAISON DIVISION	GR	HR	MACHINE DIVISION	DOCUMENT DIVISION	LIBRARY DIVISION	TOTAL UNITS	UNIT COST	TOTAL COST
4 dr. Legal Safe	5	3	4	104	234	27	40	96	20	100	65	698	345.00	$240,810.00
4 dr. Letter Safe		3		5	2		1		2	26	6	45	289.00	13,005.00
4 dr. Legal Cab.						2	18			7	41	68	47.50	3,230.00
4 dr. Letter Cab.			1	1	1	4	13		1		4	25	44.50	1,112.50
5 dr. Legal Cab.							11	135			92	238	56.50	13,356.00
3 dr. Letter Cab.		2										2	40.00	80.00
2 dr. Legal Safe				1		2		4		1		8	235.00	1,880.00
5 dr. Letter Cab.											15	15	59.00	885.00
Bookshelves (Glass Front	3		4	26	88	16	98	103	6	7	111	462	24.75	14,668.50
Shelves (1x3 Wood)										5	143	148	6.00	888.00
Shelving (Wood)											96	96	2.00	192.00
Shelves (1x4 Wood)											98	98	8.00	784.00
Shelves (9"x36" Steel)											6009	6009	7.00	42,063.00
8 dr. IBM Safe				26	20			25	50	3	2	126	458.50	57,771.00
6 dr. Microfilm Cab.											9	9	127.50	1,147.50
7 dr. Card Cab. (2 Tray 5x8)							101	104			9	214	91.00	19,474.00
10 dr. Card Cab. (2 Tray 3x5)				3	16		4	3		3	54	83	102.75	8,528.25
10 dr. Card Cab. (2 Tray 5x8)							4					4	125.00	500.00
5 dr. Card Safe				30	191	4	9	2		2	14	252	345.65	87,103.80
32 Tray Card File (5x8)											1	1	240.00	240.00
5 dr. Map Case (Wood)											1	1	60.00	60.00
5 dr. Map Cab. (Metal)				1	3		10				3	17	88.40	1,893.80
15 dr. Map Cab. (Wood)											1	1	105.00	105.00
Kardex Safe (--)		1				7	7			2	6	23	433.80	9,977.40
Kardex Cab.											34	34	255.50	8,687.00
Kardex Cab. (Wood)											5	5	100.00	500.00
Tub Files (Card Trays)											12	12	150.00	1,800.00
32 Tray, IBM (Verticle)											13	13	240.00	3,120.00
10 dr. IBM Cab.				156	37			33	89		9	324	106.70	34,570.80
Safti-Stak (3x10)											612	612	4.15	2,539.80
3 dr. Safti-Stak (IBM)											180	180	12.00	2,160.00
15 dr. 3x5 (Wood)											192	192	8.00	1,536.00
4 dr. 3x5 (Wood)											2	2	65.00	130.00
4 Tray IBM (Verticle)											4	4	11.00	44.00
2 dr. 5x8 Cab.											10	10	30.00	300.00
Elevator Safe											8	8	13.50	108.00
5 dr. IBM Cab.				2								2	1950.00	3,900.00
4 dr. IBM Cab.				69	21			33				123	100.00	12,300.00
2 dr. Vault Safe				50	11				81			142	82.00	11,644.00
Flexoline Stand (Floor)							1					1	250.00	250.00
Flexoline Stand (Desk)								3				3	40.00	120.00
2 Tray Card Cab. (5x8)								10				10	117.00	1,170.00
2 door Mosler Safe								10				10	5.50	55.00
										1		1	106.75	106.75
												10,235		$604,796.10

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